

JOB TITLE: Assistant Town Engineer
DEPARTMENT: Town Engineer

GRADE: P-30
DATE: February 2012

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Position is of a responsible nature, assists the Town Engineer in the administrative and technical activities of the Engineering Division of the Department of Public Works, performs related work as required.

SUPERVISION

Works under the general direction of the Town Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

DISTINGUISHING CHARACTERISTICS:

1. Under general supervision, follows departmental rules, regulations and policies; requires the ability to plan and perform operations to complete assigned tasks according to a prescribed time schedule, refers unusual problems to superior.
2. Provide supervision and oversight of the town's Geographic Information System. (GIS)
3. Responsible for the development and expansion of the Geographic Information System to town-wide departments.

4. Performs complex work governed generally by broad instructions, objectives and policies, which usually involves frequently changing conditions and problems.
5. Work involves contacts with personnel of other municipal departments or with county and/or state agencies for the proper correlation of public services.
6. Responsible for direct supervision over a small group of employees, requires advisory responsibility for instructing subordinates and assuring that they perform as instructed; assigns work and maintains work flow.
7. Errors of omission or commission, being difficult to detect, may result in considerable cost, due to the inaccuracy of records and investigation, failure to meet work schedules and confusion in implementing new or coordinated municipal services; work is not subject to immediate verifications, audit or check.
8. Review of plans for the various town boards.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

1. Assigns and supervises office and field crews; supervises special surveys on various engineering projects.
2. Operates a transit and/or level to establish lines and grades on preliminary and final surveys. Writes specifications and estimates costs; computes grades and survey data; designs extensions, additions and improvements to public works facilities.
3. Draws up contracts; inspects construction activities and records necessary data with respect to water mains, sewers, drains, streets, sidewalks, etc.;
4. Conducts research work and draws plans relative to land takings, easements and surveys.
5. Provides engineering advice to town officers, property owners, etc.
6. Conducts special technical investigations and prepares reports.
7. Directs Engineering Department activities in the absence of Town Engineer.
8. Assists Town Engineer with permit issuance performs utility inspections and prepares record sketches for as-builts.
9. May operate transit/level/EDM-Total Station in field survey acting as Party Chief directing survey crew
10. Uses AutoCAD/Land Development to download data and create design plans
11. Assists DPW/Highway with investigation of customer complaints and determination of solutions
12. Interacts and gives direction to contractors on various private construction projects
13. Performs deed research at Registry with direction from Town Engineer
14. Supervises departmental staff in Town Engineer's absence.

QUALIFICATIONS:

Training and Experience: Bachelors of Science degree in Civil Engineering, Engineer in Training (EIT) Certification; three to five (3-5) years of paid experience, with particular emphasis on public works construction and maintenance, or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of Civil Engineering and of the materials, methods and techniques of public works construction; ability to plan, assign and supervise the work of an engineering

staff. Demonstrated skill in the use of surveying instruments, computer aided drafting equipment, and geographical information systems.

Familiarity with hydrological analysis and storm water management.

SPECIAL REQUIREMENTS:

Completion of a certified training course for AutoCAD (by Autodesk) and Arc Cad (by ESRI). Two years of operational experience in GIS computer applications preferably AutoCAD, Arc Cad, Arc View, Arc Info or equal experience is recommended.

Possession of a valid state driver's license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software, AutoCAD and Arc Cad computer-aided design software, standard drafting tools, surveying equipment, motor vehicles, telephone, radios and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both under office conditions and out in the field, with intermittent exposure to potential minor injuries. Outdoor work is required in the inspection and design of various developments, construction sites or public works projects.

The noise level in the work environment is usually quiet in the office, moderate to loud in the field.

Revised: July 1997

Revised: November 2003

Revised: February 2012